

PROCEDURE REFERENCE : FmHA Instruction 2045-GG.

PURPOSE Issuing Letters of Caution and Reprimand.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

FOR OFFICIAL USE ONLY

Ms. _____
County Office Clerk
Farmers Home Administration
Anywhere, Anystate 00000

Dear Ms. _____:

On Monday, April 6, 199_, you did not report for duty at 8:00 A.M. At 11:00 A.M. you called to say that you had something to take care of and you would be at work at 1:00 P.M. You asked to be granted annual leave for the four (4) hours from 8:00 A.M. to 12:00 Noon.

I granted the four hours annual leave and advised you that FmHA Instruction 2066-A, Section 2066.1 (c)(ii) states "each employee shall apply in writing for nonemergency annual and sick leave as far in advance as practicable"

Exhibit A of FmHA Instruction 2045-BB, Part 735-15 (b) states, in part "... When an employee fails to properly notify his or her supervisor, absence may be charged as an unauthorized absence. It also may result in appropriate disciplinary action."

On Friday, April 17, 199_, you again did not report for duty at 8:00 A.M. You called at 9:30 A.M. and requested annual leave for the entire day. I again granted you the leave. On Monday,

Ms. _____

April 20, 199_, when you reported for duty at 8:00 A.M., I discussed your absences of April 6th and 17th with you. I again advised you that FmHA procedure requires advance approval of leave. I also warned you that failure to request advance approval of leave could be cause for disciplinary action.

On May 11, 199_, you did not report for duty at 8:00 A.M. You called the County Office at 2:00 P.M. You said that you were unable to secure a ride back to your home on Sunday afternoon and, therefore, were unable to come to work. You had just arrived at your home, and you said that you would report for duty the following morning.

I placed you in absent without leave (AWOL) status for eight hours on May 11.

I have decided to limit disciplinary action to this letter of reprimand; however, if you fail to request leave in advance in the future, it will be cause for me to recommend more severe disciplinary action.

A copy of this letter of reprimand is being filed on the temporary side of your Official Personnel Folder for a period not to exceed two years. A copy is also being sent to the National Office.

You have the right to grieve this action under FmHA Instruction 2063-L, "FmHA Administrative Grievance Procedure," Exhibit B, A-5 a (copy enclosed). Your grievance should be sent to me within 15 calendar days of the date you receive this letter of reprimand. If an extension of time is needed under the provisions of this paragraph, you should request it from me.*

In accordance with FmHA Instruction 2063-L, "FmHA Administrative Grievance Procedure," Exhibit B, A-4 a, you have the right to be accompanied, represented, and advised at any stage of the proceeding by a representative of your choice. However, your representative must be designated in writing.

If you wish additional information on how to pursue a grievance, address your request to me or contact me by telephone.

Ms. _____

Experience has indicated that, at times, work-related problems can be the result of personal situations. While this may not be the case, it may be helpful to consider all the factors contributing to your conduct problems and that you take appropriate action to deal with them. The Employee Assistance Program Coordinator for this State is (name) and he/she is available to help you assess any problems you may have and to direct you to the appropriate counseling source. You may contact the Program Coordinator on _____. If you prefer, you can contact the FmHA Employee Assistance Program Help-Line on 1-800-233-0040. All information you provide is strictly confidential. I urge you to consider seeking such assistance.

Sincerely,

State Director

Enclosure

* If the State has an exclusive representative (Union) and the employee is included in the bargaining unit be certain to review the labor agreement. Ascertain whether the agreement contains additional requirements, i.e., advise the employee of his/her right to union representation, identify the union steward; furnish two copies of the proposal, etc.

Reference: DPM 751, Subchapter 1-2 a (1)
FmHA Instruction 2045-GG
FmHA Instruction 2063-F
FmHA Instruction 2063-L
FmHA Instruction 2066-A

NOTE: The above are ready references for the Administrative Sections' use and need not be listed on the letters going to the employee unless you believe it will be useful information.